

## Appendix D

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**NOTE:** Due to field size restrictions in the TRACS Systems, messages returned to the owners and their agents may be an abbreviated version of the message descriptions in this guide.

The following codes have been discontinued: CE041, and CE045.

## Appendix D: TRACS Discrepancy Code Tables

All TRACS discrepancy codes pertaining to certifications and voucher information are listed in this appendix. Part 1 contains TRACS Tenant System discrepancy codes and part 2 contains TRACS Voucher System discrepancy codes. Part 3 contains TRACS S/SSI Data Match discrepancies. The **Action Required** column lists codes that indicate correction submission procedures and designate those messages that are informational.

Valid codes are:

- 01** - Submit correction within 45 days.
- 02** - Submit correction on next submission and/or certification.
- 03** - Informational message; may or may not require correction.
- 04** - Follow up required (For Field Office Use Only).
- 05** - Appropriate follow-up required between Owner or Management Agent and the Tenant (and possibly Social Security Administration) to resolve the Social Security related discrepancy. Any correction is to be submitted on the next submission and/or certification.

**Part 1: TRACS Tenant Discrepancy Code Tables**

<b>TRACS Code</b>	<b>50059 Block</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
AD	36	TRACS calculated allowance for dependents differs from reported value	Verify number of dependents; recalculate total allowance for dependents	01
ADI	43	TRACS calculated adjusted income differs from reported value	Verify care/special status codes; recalculate total allowance and annual income	01
AHE	39b	TRACS calculated allowance for handicapped expenses differs from reported value	Verify special status/care code (H); recalculate handicapped expense, income and allowances	01
AME	40b	TRACS calculated allowance for medical expenses differs from reported value	Verify head/spouse/adult co-tenant with E/H special status code; recalculate	01
ANI	31	TRACS calculated annual income differs from reported value	Recalculate member incomes, income from assets, and annual income	01
AP	53	TRACS calculated assistance payment differs from reported value	Recalculate gross rent, TTP, and assistance payment	01
ASI	30	TRACS calculated income from assets differs from reported value	Choose greater of imputed income from assets or actual yearly income from assets	01
CCA	37	TRACS calculated child care allowance differs from reported value	Verify care code; recalculate child care allowance	01
CCE		TRACS child care allowance for working differs from reported expense value	Verify care code and age of child(ren); recalculate child care expense for working.	01
CE001	1, 56	Effective date cannot be greater than next recertification date	Submit a correction certification with the correct effective date and next recertification date.	01
CE002	56	Next recertification date not submitted	TRACS provided next recertification date; no correction required	03
CE003	56	Next recertification date exceeds one year	Verify next recertification date; cannot be > one year from effective date. TRACS provided a calculated date.	03
CE004	1, 6	Interim effective date is prior to previous effective date	Verify effective date of this certification	03
CE005		Employment income of child included in annual income	Exclude employment income of child; recalculate income	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE006	1, 56	Apparent late certification	The effective date submitted in the annual recertification is greater than the next recertification date of the certification it supersedes. Correct the effective date of the annual recertification or the next recertification date of the certification superseded by this annual recertification.	01
CE007	31	Annual income amount for BMIR at move-in exceeds lower income limit	Applicant not eligible for admission to a BMIR unit	01
CE008	1, 6	Effective date precedes move-in date	Verify effective date and move-in date reported; revise one or both	01
CE009	1, 6	Effective date submitted for annual recertification begins after first day of month	Verify effective date of recertification	03
CE010		Household appears over-housed	Compare number of bedrooms to the number of household members considering ages and relationships.	04
CE011		Household appears under-housed	Compare number of bedrooms to the number of household members considering ages and relationships.	04
CE012	Part VIII	Tenant signature date not provided on 50059	Submit date tenant signed certification	02
CE013	Part VIII	Owner signature date not provided on 50059	Submit date owner signed certification	02
CE014		Adult member listed on more than one certification active in same period	Research and take appropriate steps to resolve duplicate subsidy	01
CE015	28	Income of live-in/foster child included in annual income	Exclude all income of live-in/ foster child; recalculate income	01
CE016		A unit is occupied by multiple households	Verify unit number and household identification	01
CE017	Worksheet D,E	Tenant not eligible for Rent Supplement based on assistance payment amount	For initial or move-in certifications, Rent Supplement assistance must be equal to or greater than 10% of gross rent	01
CE019	14a,b,c; 17, 20	Previous head of household does not match current head of household	Verify head of household on current and previous certifications; correct if necessary	01

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE020		Current assets decreased from previous certification by more than 20% and more than \$500	Compare the assets listed on current and previous certifications	04
CE021		Current income decreased from previous certification by more than 20% and more than \$500	Compare the assets listed on current and previous certifications	04
CE022	31, 32	Incorrect income status code submitted for Post-81 Section 8 annual or interim recertification.	Verify annual income amount and income limit; correct income status code	02
CE023	19	Household member was previously handicapped; not handicapped in current certification	Verify current and previously reported disability; correct if necessary	03
CE024	14a,b,c; 17, 20	Household composition has changed from previous certification	Verify household members on current and previous certifications; correct if necessary	03
CE025		TRACS HURRA indicator differs from reported HURRA indicator	Compare HURRA indicator to results from worksheet to ensure they are the same	01
CE027	32a	Lower income limit reported as zero at move-in or initial certification	Lower income limit must be > zero at move-in or initial certification	01
CE029		Interim effective date cannot be greater than the scheduled next recertification date.	Verify and correct certification effective date and/or next recertification date.	01
CE031	35b	Income exception code not submitted for household receiving Section 8 after 7/1/84	Submit a valid income exception code (VL, CV, ET, EDT, EIT, AA, EAT, or EP)	02
CE032	14a,b,c; 17	Attempted to change last name, first name and date of birth of a member	Verify the current and previously reported names and date of birth for member	01
CE033		An income exception code was entered for post-8/1/84 Section 8 recipient	The certification indicates that the family began receiving assistance on or after 8/1/1984. An income exemption code was also submitted. These two conditions appear inconsistent.	03
CE034		Lower income limit reported as zero at annual or interim recertification	Lower income limit must be > zero at annual or interim recertification	02
CE035		Current Assets Amount increased by > 20% + >\$500 from previous certification.	Compare the assets listed on the current and previous certification.	04

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE036		Current Income Amount increased by > 20% + >\$500 from previous certification.	Compare the income listed on the current and previous certification.	04
CE042		<b>Discontinued Discrepancy. See Fatal Error F0064.</b>	<b>Discontinued Discrepancy. Now a Fatal Error. See F0064.</b>	
CE050	5	Contract number submitted for non-Section 8 project	Remove contract number for non-Section 8 units on next submission	02
CE056		Move in to project date cannot exceed TRACS processed date plus one month.	Verify reported move into project date.	01
CE058	17	Member birth date is after effective date of the certification	Verify birth date of member	01
CE064	49	BMIR certifications do not use worksheets	Do not submit worksheet record for BMIR certifications	03
CE072	8a	Incorrect conversion date code submitted for previously converted Rent Supplement to Section 8	Submit the correct conversion date code (1, 2 or 3). If not a conversion, leave blank.	02
CE073	8b	Validate age of Head or Spouse with conversion date code. Once created (Y or N) the indicator doesn't change.	Validate the age of the Head or Spouse against the conversion date.	02
CE074	8c	Incorrect continuous Section 8 Indicator	Review certification records. Submit "Y" or "N"	02
CE075	9a	Incorrect Race code submitted	Submit race code (1, 2, 3, or 4)	02
CE076	9b	Incorrect ethnicity code submitted	Submit correct ethnicity code (1 or 2)	02
CE077	10	Incorrect previous housing code submitted for move-in.	Submit correct previous housing code (1, 2, 3 or 4)	02
CE078	11	Incorrect displacement status code submitted for move-in	Submit correct displacement status code (1, 2, 3 or 4)	02
CE079	12	Incorrect preference code submitted for move-in or initial certification	Submit correct preference code (D, S or R) or leave blank.	02
CE080		Preference code not required for this certification	TRACS stored the federal preference code as spaces	03
CE081	19	Elderly family status code omitted	TRACS added "E" to the elderly status code. No correction required.	03
CE083	19	Incorrect special status code submitted for non-elderly household member	Verify elderly status code and age of the household member	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE084	16	Incorrect or blank sex code submitted	Submit the appropriate sex code (F or M)	02
CE085	19	Full-time student status code "F" not permitted when member's age is less than 18	Check special status code and the age of the household member. Correct or leave blank.	02
CE086	15	Incorrect/blank relationship code submitted	Submit an appropriate relationship code (H, S, D, K, O, F, or L).	02
CE087	21	Alien eligibility code submitted	The code should not be submitted at this time. Leave blank on next submission.	03
CE089	19	Incorrect status code submitted for family member	Codes are H (handicapped), S (full-time student), E (elderly), and J (Joint Custody).	02
CE091	26b	Incorrect or blank asset status code submitted	Submit the correct asset status code (C or I)	02
CE100	35b	Incorrect or blank income exception code submitted	Submit correct income exception code (VL, CV, ET, EDT, EIT, AA, EAT or EP)	02
CE101	28a	Incorrect or blank able to work care code submitted	Submit a correct able to work care code (C, H or CH)	01
CE111	34	Incorrect or blank income status code submitted	Submit correct income status code (1=Lower; 2=Very Low)	02
CE114	33	Incorrect or blank eligibility universe code submitted	Submit the correct eligibility universe code (1 or 2) on the next submission.	02
CE115	35a	Incorrect or blank Section 8 assistance 7/01/84 indicator.	Submit either "Y" or "N" on next submission.	02
CE129	49	Incorrect or blank worksheet code submitted	Submit correct worksheet code. If subsidy type is BMIR, leave blank.	02
CE142	55	Incorrect or blank HURRA rent limitation indicator submitted	Submit "Y" or "N" on next submission. BMIR must be "N".	02
CE146	49, 56	Incorrect next recertification date reported.	Next recertification date cannot exceed certification effective date plus one year.	02
CE147	32b	Very low income limit is reported as zero or blank for Section 8 or PRAC	Verify subsidy type and submit very low income limit for Section 8 or PRAC.	02

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE148	31	TRACS calculated income exceeds the lower and very low income limit.	Verify lower and very low income limits. Recalculate income.	02
CE150	14a, 14b, 14c, 17 & 20	Household member reported more than once on this certification.	Verify each member's last name, first name, birth date and SSN	01
CE155	32b	Very low income limit submitted, but subsidy type is not Section 8 or PRAC	Verify subsidy type and leave blank if subsidy type is not Section 8 or PRAC.	03
CE156	34	Income status code reported for tenant in a non-Section 8 unit.	Verify income type and tenant income status. If it isn't Section 8, leave the field blank.	03
CE157	7b	Incorrect or blank current subsidy indicator reported.	Submit "Y" or "N" on next submission.	02
CE161	33	Eligibility universe code reported for non-Section 8.	Verify subsidy type and submit on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE162	8a	Conversion date code reported for non-Section 8.	Verify and correct the subsidy type on the next submission. If subsidy type isn't Section 8, leave blank.	02
CE164	10	Previous housing code reported for certification code other than move-in.	Verify certification type. If not a move-in, leave blank.	03
CE166	35a	Section 7/01/84 assistance indicator reported for a non-Section 8 unit.	Verify and correct subsidy type on next submission. If subsidy type isn't Section 8, leave the field blank.	03
CE168	7b	Subsidy change indicator should be blank for move-in or initial certification.	Verify certification type and subsidy type	03
CE169	7a	Current subsidy type is not consistent with last submission.	Verify and correct subsidy type, if appropriate.	03
CE170	11	Displacement status code was reported for other than move-in.	Verify certification type and omit the code if certification type is not a move in.	03
CE174	35b	Income exception code reported for a non-Section 8 tenant.	Verify and correct subsidy type on next submission. If subsidy type is not Section 8, leave blank.	03
CE176		Incorrect age specified for household member. Adult cannot be less than 18 years old.	Verify birth date and recalculate age as of certification effective date.	02

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE177		Worksheet code for PAC or PRAC is not "E".	Verify subsidy type and worksheet code. Submit correction.	03
CE178		Incorrect age and/or relationship code specified for child less than 18	Verify birth date and relationship code. Recalculate age as of certification effective date.	03
CE179		Incorrect age and/or relationship code entered for household member: Foster child age 18 or older.	Verify birth date and relationship code. Recalculate age as of effective date.	03
CE180		Able to work care code reported for ineligible family member.	Verify and correct relationship code, age or able to work care code.	03
CE181		Elderly special status code can apply only to relationship code "H", "S" or "A".	Verify relationship code and status code.	02
CE182		Full-time student special status code incompatible with reported Hhold composition.	Verify relationship code, age and status code.	01
CE183		Handicapped special status code ("H") is incompatible with member profile.	Verify relationship code and status code.	02
CE184		Household has a live-in attendant but no handicapped or elderly.	Verify household composition.	02
CE185		No qualifying family member age 62 or older for a Section 202 PRAC.	Verify household composition.	04
CE186		WARNING: Section 202 PRAC unit has more than one bedroom	Verify number of bedrooms and submit a correction	04
CE187		No qualifying handicapped family member age 18 or older for Section 811 PRAC.	Verify household composition.	04
CE188		No qualifying handicapped family member 18 or older for Section 202/162 PAC.	Verify household composition.	04
CE189		TRACS calculated income exceeds the very low income limit for a PRAC.	Verify very low income limits. Recalculate income.	04

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE190		Child care expense claimed, but there are no children under the age of 13 in the household.	Verify age of child or children. Recalculate child care expense.	01
CE191		The certification effective date must occur before the voucher date.	Verify certification effective date and voucher date reported.	03
CE192		Head, spouse or co-head is less than 15 years of age.	Verify relationship code, age or birth date and correct if necessary.	03
CE193		Project and contract number on MAT70 differs from the affected TRACS certification.	The project and contract number from the affected certification will be used by TRACS to process the MAT70.	03
CE196		Tenant transferred into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE199		Tenant moved into an occupied unit.	Verify unit occupancy. Submit a correction if needed.	03
CE202		This action changes the certification in force. The future gross rent change remains on file.	Verify this action against the future gross rent change. Submit correction if required.	02
CE216		No SSN was submitted. TRACS created a temporary identification number.	Use the TRACS temporary identification number on all transactions until the tenant provides a SSN. Use the head of household id change procedure to replace the temporary id with a SSN.	03
CE217		Other member income/full-time student income cannot be greater than \$480.	Verify family member's earned income	03
CE220		Income of live-in attendant or foster child or "none of the above" included in household income	Exclude all income of live-in attendants, foster children and "none of the above". Recalculate income.	01
CE221		Invalid secondary subsidy code submitted.	Submit a correction with a valid secondary subsidy code.  NOTE: Secondary subsidy applies only to 236 tenants with a deeper subsidy; submit correction with spaces or "S" as appropriate.	01
CE222		Invalid household assistance status code submitted.	Submit a correction with a valid household assistance status code.	01

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE223		Invalid member eligibility code submitted.	Submit a correction with a valid member eligibility code.	01
CE224		Invalid member eligibility code and relationship code combination submitted.	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE225		Invalid relationship code for member eligibility code "IC".	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE226		Invalid relationship code for member eligibility code "IP".	Submit a correction with a valid member eligibility code and relationship code combination.	01
CE227		Invalid household assistance status code "N" submitted for subsidy type.	Submit a correction with a valid household assistance status code and subsidy type combination.  NOTE: Household assistance status "N" is invalid when subsidy type is Section 8, RAP, Rent Supplement or Section 236.	01
CE228		Invalid household assistance status code "E" when members are ineligible.	Submit a correction with a household assistance status matching the family composition.	01
CE229		Invalid assistance status code "C" for move-in date or family composition.	Submit a correction with consistent assistance status, eligibility, and move-in date.  NOTE: Assistance status code "C" is invalid if the family was not a tenant as of June 19, 1995 or if there are ineligible family members.	01
CE230		Invalid assistance status code "P" when family composition not mixed.	Submit a correction with consistent assistance status and family composition.	01
CE231		Invalid assistance status code "T" submitted when family composed of all eligible members or members awaiting verification.	Submit a correction with consistent assistance status and family composition.  NOTE: Assistance status code "T" is invalid for a family with all eligible members or members awaiting verification.	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CE232		Invalid household assistance status code, "F" submitted for the family composition.	Submit a correction with consistent assistance status and family composition.  NOTE: Household assistance status "F" is valid only if there is a family member pending verification.	01
CE233		Invalid household assistance status code submitted for a subsidy type not affected by the Non-citizen rule.	Submit a correction with a consistent assistance status and subsidy type.  NOTE: Household assistance status code must be "N" for BMIR, 202 PRAC, 811 PRAC or 202/162 PAC.	01
CE234		Invalid special status code, "F" submitted for the relationship code.	Submit correction with consistent special status and relationship code.  NOTE: A co-head or "none of the above" cannot be designated as a full-time student.	01
CE236		Invalid secondary subsidy code submitted for subsidy type	Submit a correction with a valid secondary subsidy code and subsidy type.	01
CE237		Secondary subsidy code not required until the Noncitizen Rule effective date of June 19, 1995	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995.	01
CE238		Household Assistance Code is not required until the Noncitizen Rule effective date of June 19, 1995	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995	01
CE239		Member eligibility code is not required until the Noncitizen Rule effective date of June 19, 1995	Verify that the certification effective date is prior to the Noncitizen Rule effective date of June 19, 1995	02
CE242		Move out date is greater than 14 days following the Date of Death	Either the move out date or the date of death may be incorrect.	02
CE251		No matching certification found for correction submitted.	TRACS stored the correction. No action required.	

### Part 1: TRACS Tenant Discrepancy Code Tables

TRACS Code	50059 Block	Description	Recommended Solution	Action Required
CVOA	26c & 26d	Cash value of an asset is zero, but actual yearly income from asset is valued	Submit a correction either setting a cash value for the asset or setting the value for income from this asset to zero.	01
EHA	41	TRACS calculated elderly allowance differs from the reported value.	Verify the “E” or “H” special status codes for the Head of Household, Spouse or Adult Co-head	01
GR	46	TRACS calculated gross rent differs from the reported value	Verify contract rent and utility allowance on HUD-approved rent schedule	01
IIA	27	TRACS calculated imputed income from assets differs from the reported value	Verify the passbook rate, and recalculate the imputed income from assets	01
NDP	25	TRACS calculated number of dependents differs from the reported value	Recalculate the number of dependents based upon relationship, age and special status	01
NFL	24b	TRACS calculated number of foster children and/or live-in attendants differs from the reported value	Recalculate the total number of members listed with the relationship code of “L” or “F”	02
NFM	24a	TRACS calculated number of family members differs from the reported value	Recalculate the number of family members excluding foster children and live-in attendants	02
PADI	54	TRACS calculated percent of adjusted income charged differs from reported value	Review instructions and recalculate the percent of adjusted income charged.	01
PAI	38	TRACS calculated 3% of annual income differs from reported value	Recalculate the annual income and 3% of annual income	01
TA	42	TRACS calculated total allowances differs from the reported value	Verify all allowances, care codes, and special status codes and recalculate the allowances	01
TCVA	26c	TRACS calculated total cash value of assets differs from the reported value	Verify the values submitted and recalculate the total cash value of assets	01
TEI	28f1	TRACS calculated total employment and business income differs from the reported value	Verify the values submitted and recalculate the employment and business income including all income codes that now fall into that category	01
TNAI	29	TRACS calculated income from all sources except assets differs from the reported value	Verify the values submitted and recalculate the total income from all sources except assets.	01

**Part 1: TRACS Tenant Discrepancy Code Tables**

<b>TRACS Code</b>	<b>50059 Block</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
TOI	28f4	TRACS calculated total other income differs from the reported value	Verify the values submitted and recalculate total other income including all of the current income codes that fall into this category.	01
TPEI	28f2	TRACS calculated total social security and pension income differs from the reported value	Verify the values submitted and recalculate total social security and pension income including all of the current income codes that fall into this category	01
TPUI	28f3	TRACS calculated total public assistance income differs from the reported value	Verify values submitted and recalculate total public assistance income including all of the current income codes that fall into this category.	01
TR	51	TRACS calculated tenant rent differs from the reported value	Recalculate tenant rent using the appropriate worksheet	01
TTP	50	TRACS calculated total tenant payment differs from the reported value	Recalculate the total tenant payment (TTP) using the appropriate worksheet	01
TYIA	26d	TRACS calculated total actual yearly income from assets differs from the reported value	Verify the values submitted and recalculate the total actual yearly income from assets	01
UR	52	TRACS calculated utility reimbursement differs from the reported value	Recalculate: If the utility allowance is greater than TTP, subtract TTP from utility allowance	01
WCCA	37	WARNING: Child care allowance was claimed, but there are no children under 13 years old in the household.	Verify the age of the children in the household and recalculate the child care allowance	01

## Part 2: TRACS Voucher Discrepancy Code Tables

TRACS Code	Voucher Field	Description	Recommended Solution	Action Required
VE001		Reported total number of units in contract is less than the reported number of units receiving subsidy	Verify reported units in contract and reported units receiving subsidy	02
VE003		Reported number of units vacant is greater than reported total units in contract	Verify reported number of units vacant and reported units in contract	02
VE004		Reported number of units with market rent is greater than the reported total units in contract	Verify units with market rent and total units in contract	02
VE005		Reported total units in contract does not equal reported sum of number of units receiving subsidy, vacant, or market rent	Verify units in contract and sum of all units	02
VE006		Reported units in billing is greater than reported number of units receiving subsidy	Verify reported units in billing and units receiving subsidy	02
VE007		Reported units in billing is greater than reported units in contract	Verify reported units in billing and units in contract	02
VE008		Incorrect Section 8 type code submitted for Section 8 contract	Verify Section 8 type code (1,2,3, or 4); if not Section 8, leave blank	02
VE009		Section 8 type indicator is not required for non Section 8 subsidy	Verify/correct subsidy type on next submission; if not Section 8, leave blank	02
VE010		Incorrect HAP signed on/after 10/1/81 indicator submitted	Verify/submit correct HAP signed on/after 10/1/81 indicator (Y or N or spaces)	02
VE011		HAP signed on/after 10/1/81 indicator reported for non Section 8 contract	Verify and correct subsidy type; if non Section 8, leave blank	02
VE012		Incorrect HAP contract effective on/after 10/1/81 indicator submitted	Verify/submit correct HAP contract effective on/after 10/1/81 indicator (Y or N)	02
VE013		HAP contract effective on/after 10/1/81 indicator reported for non Section 8 contract	Verify and correct subsidy type; if non Section 8, leave blank	02
VE014		Incorrect HAP contract signed on/after 10/3/84 indicator submitted	Verify/submit contract signed on/after 10/3/84 indicator (Y or N)	02
VE015		HAP contract signed on/after 10/3/84 indicator reported for non Section 8 contract	Verify and correct subsidy type; if non Section 8, leave blank	02

**Part 2: TRACS Voucher Discrepancy Code Tables**

<b>TRACS Code</b>	<b>Voucher Field</b>	<b>Description</b>	<b>Recommended Solution</b>	<b>Action Required</b>
VE016		HAP contract signed on/after 10/3/84 indicator not required	Verify/correct Section 8 type or HAP contract signed on/after 10/3/84 indicator	02
VE017		Reported total exceptions not equal to the sum of used and allocated project-based exceptions	Verify total exceptions	02
VE020		Number of units receiving subsidy is greater than the total contracted units	Correct Total Units in contract and/or Number of Units receiving subsidy and resubmit the voucher	02
VE021		Number of units in billing for regular assistance is greater than the total units in the contract.	The Number of Units in the billing for Regular Tenant Assistance Payments is greater than the Total Units in the contract. Correct the incorrect count(s) and resubmit the voucher.	02
VE022		Reported contract units is greater than total authorized units	Verify contract units	02

### Part 3: TRACS SS/SSI Data Match Discrepancy Code Tables

The new Action Code 5 is a message that requires appropriate follow-up between the owner or management agent, the Tenant, and, possibly the Social Security Administration. The problem must be resolved and the correction, if any, submitted to TRACS.

TRACS Code	Description	Message Detail	Recommended Solution	Action Required
SS001	SSA unable to verify SS/SSI income; SSN not on file.	Reported SSN =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS002	SSA unable to verify SS/SSI income; birth date different.	Reported Birth Date =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS003	SSA unable to verify SS/SSI income; member name is not in SSA database	Reported Name =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS004	SSA unable to verify SS/SSI income; Individual is a public figure	Reported SSN =	The information on public figures is not available from SSA	3
SS005	Invalid birth date submitted by SSA.		Verify the birth date submitted to TRACS from the HUD-50059. The birth date submitted to TRACS for the tenant by SSA is an impossible date such as: 2/30; 1/42; 2/15/XX	3

### Part 3: TRACS SS/SSI Data Match Discrepancy Code Tables

The new Action Code 5 is a message that requires appropriate follow-up between the owner or management agent, the Tenant, and, possibly the Social Security Administration. The problem must be resolved and the correction, if any, submitted to TRACS.

TRACS Code	Description	Message Detail	Recommended Solution	Action Required
SS010	SSA verified SS/SSI income. SSA has a different birth date for the person.	Reported Birth Date = Birth Date from SSA =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	3
SS011	SSA verified SS/SSI income. SSA has a different SSN for the person.	Reported SSN = SSN from SSA =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS012	SSA Verified SS/SSI income; has different name for Social Security Claim	Reported Name = Name from SSA SSI Claim =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	3
SS013	SSA verified SS/SSI income; has different birth date for Social Security Claim.	Reported Birth Date = Birth Date from SSA SSI Claim =	Owner/Agent must verify reported SSN information with Tenant to determine if their is a discrepancy between the information reported and there documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	3

### Part 3: TRACS SS/SSI Data Match Discrepancy Code Tables

The new Action Code 5 is a message that requires appropriate follow-up between the owner or management agent, the Tenant, and, possibly the Social Security Administration. The problem must be resolved and the correction, if any, submitted to TRACS.

TRACS Code	Description	Message Detail	Recommended Solution	Action Required
SS014	SSA verified SS/SSI income; has different name for SSI Claim.	Reported Name = Name from SSA SSI Claim =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	3
SS015	SSA verified SS/SSI income. SSA has a different birth date for the SSI claim.	Reported Birth Date = Birth Date from SSA SSI Claim =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	3
SS016	Tenant and SSA SS income materially different; SSA gives separate amounts.	Reported SS Amount = SSA Projected SS Amount = SSA Projected Dual Entitlement Amount =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS017	Tenant and SSA SSI income materially different; SSA gives separate amounts.	Reported SSI Amount = SSA Projected SSI Amount = SSA Projected SSI State Amount =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5
SS018	ALERT ---- Tenant received SSI lump sum in past year.	SSA Lump Sum Amount = Date paid =	Submit a corrected certification if the lump sum amount affects the income reported.	5

### Part 3: TRACS SS/SSI Data Match Discrepancy Code Tables

The new Action Code 5 is a message that requires appropriate follow-up between the owner or management agent, the Tenant, and, possibly the Social Security Administration. The problem must be resolved and the correction, if any, submitted to TRACS.

TRACS Code	Description	Message Detail	Recommended Solution	Action Required
SS101	SSA unable to verify SS/SSI income for claim account number	SSA Claim Account Number =	Owner/Agent must verify reported SSN information with Tenant to determine if there is a discrepancy between the information reported and their documents. If there is a discrepancy between what the SSA and the Tenant have, the Tenant must go <b>in person</b> to their local SSA Office and have the information corrected. The Owner/Agent must then submit a correction.	5